

SUPERVISORY ASSESSMENT

Vacancy Announcement _____

APPLICANT'S NAME _____

POSITION _____

Please complete and submit to the address specified in the Vacancy Announcement.

INSTRUCTIONS : BOTH FIRST- AND SECOND-LEVEL SUPERVISORS MUST COMPLETE THIS FORM. This form lists the knowledges, skills and abilities (KSAs) which are necessary for successful performance in this position.

FIRST- LEVEL SUPERVISOR: Under Part A, please provide comments as appropriate.

SECOND-LEVEL SUPERVISOR: Please provide your comments under Part B.

PART A: KNOWLEDGES, SKILLS AND ABILITIES (To be completed by first-level supervisor.)

<u>Relative Importance (%)</u>	<u>KSA's</u>
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Relative Importance cont.

KSA's cont.

First-Level Supervisor Name and Signature

Position Title

Date

PART B-- NARRATIVE COMMENTS (by Second-Level Supervisor)

Second-Level Supervisor Name and Signature

Position Title

Date

Pursuant to the Privacy Act of 1974, upon employee request to the Office of Personnel and Training for disclosure of his/her Supervisory Assessment, it will be necessary to provide this information to the employee.

Relative Importance cont.

KSA's cont.
